**Fire Safety and Evacuation Plan** (Sample Outline)

## This sample plan is in Word format, allowing you to delete and modify the plan to match your facility. If you need further assistance, contact your area inspector by calling the Fire Marshal’s Office at 704-336-2101. Upon completion of your plan, it must be reviewed and approved by your area inspector.

**Indicate Name and address of facility here.**

# General Building Description and Fire Systems:

Example:

This building is a 1 story movie theater consisting of 8 theaters on the first floor and two attached restaurants. The building incorporates the following fire and life-safety systems:

1. A fire sprinkler system is installed throughout the building. The system is a wet sprinkler system, and has two fire sprinkler risers located in the designated sprinkler valve room located at the right-front of the building.
2. A fire alarm system is installed throughout the building incorporating horns and strobes that will activate upon activation of fire alarm pull stations, or activation of the fire sprinkler system. The main fire alarm control panel is located in the fire sprinkler riser room, with a remote annunciator located in the main theater lobby.
3. The fire alarm system incorporates an emergency voice announcement pre-recorded message giving instructions in evacuation procedures.
4. There is a kitchen hood extinguishing system located in both of the restaurants of the movie theater.
5. Fire extinguishers are located and spaced accordingly throughout the building.

# Primary Emergency Contacts:

1. Name

Home Phone: 999-999-9999

Cell: 777-777-7777

1. Name

Home Phone: 555-555-5555

Cell: 333-333-3333

**Fire Warden and Duties:** (If applicable)

Usually larger buildings such as high-rise buildings, large manufacturing facilities, etc. will have a fire warden for each floor. Many places do not warrant the need for a fire warden.

Name

Home Phone: 444-444-4444

The fire warden will ensure that in the event of an emergency, a safe and orderly evacuation is implemented, and to ensure that those needing any special assistance are aided. He or she will conduct a search of their designated floor or work area to ensure that a complete evacuation has been executed.

# Impairment Coordinator and Duties:

This person is the one designated to monitor and oversee all planned or unplanned impairments to the fire and life-safety systems. **All** facilities with a fire protection or life-safety system are required by the North Carolina Fire Code to have a designated “Impairment Coordinator”.

Name

Home Phone: 999-999-9999

Cell: 777-777-7777

Briefly describe duties of the Impairment Coordinator. For example:

The Impairment Coordinator’s role shall be to monitor all impairments of the building’s fire and life-safety systems. He or she will be the initial contact when impairment is necessary or occurs, and a “tag out” system shall be implemented to label all closed valves or impaired devices as needed. He or she will be the sole contact for all repair work to the impaired systems, and ensure those systems are placed back in service.

# Upon Discovery of Fire or Fire Alarm Activation:

Use this section to give a general description of what actions employees and staff will take in the event of a fire emergency or fire alarm activation. For example:

If fire or smoke is discovered:

1. Immediately proceed to the closest fire alarm pull station and sound the fire alarm system, and **dial 911 to notify the Fire Department**.
2. Initiate building evacuation procedures immediately, utilizing the closest available exit.
3. If possible and if the fire is small, grab the closest fire extinguisher and attempt to extinguish the fire, only if it is safe to do so. If first attempt fails, STOP, do not continue to fight the fire.
4. Close all doors to the fire area if this can be done so in a safe manner and immediately evacuate.
5. Staff shall provide the public with whatever assistance is needed to ensure an orderly evacuation, if needed.
6. Elevators **SHALL NOT** be utilized during a fire emergency**, only use stairways** (if applicable).
7. Once evacuation has started, the fire alarm system **SHALL NOT** be silenced or reset, nor shall the building be re-entered **without approval by the Charlotte Fire Department.**
8. All staff shall assemble at the designated assembly point and personnel accounted for.
9. Upon arrival of Fire Department, notify them of any persons not accounted for.

# Evacuation Routes:

Use this to indicate primary and secondary routes of exiting. For example:

1. The primary exits from each theater will be the exit doors located at the lower portion of the theaters, with the secondary exit(s) being from the theater entrances to the theater access corridors. These corridors lead to exits at the end of the corridors.
2. The primary exits from the theater lobby will be the main entrance, with the secondary exits being those located in the theater access corridors.
3. The primary exits for the restaurants will be the exit doors that lead directly to the exterior, with the secondary exit access being the exits that lead into the theater lobby.

NOTE: Some types of occupancies will have (if approved) either staged evacuation (such as high- rise buildings where-as evacuation is in 5 floor increments (i.e. the fire floor, and two above and two below), OR “zoned evacuation” (such as a hospital or nursing facility) where-as patients and staff are located to a different fire zone (other side of a fire-rated wall). **You may consult with your area inspector for directions on this if need be.**

# Evacuation Assembly Point:

Use this to designate any assembly point(s) for employees or staff. For example:

1. There are two assembly points for this facility. The first assembly point will be for all theater employees. The location of this assembly point will be the right-front portion of the parking lot.
2. The second assembly point will be for all restaurant staff at this will be at the center-front portion of the parking lot.
3. The designated Fire Warden will be responsible for ensuring that all employees are at the designated assembly points and are accounted for.

# Evacuation Drills and Training:

This section shall outline the requirements for fire drills and employee training. For example

Fire drills shall be held each quarter, as required by the North Carolina Fire Code for Assembly occupancies *(see list of fire drill frequencies on last page)*. ALL employees shall participate in all drills, and the drills shall be implemented by sounding the building’s fire alarm system. **Prior to any drill,** our fire alarm central monitoring station will be notified so that the Fire Department will not be dispatched. **Important:** Upon completion of our drill, we will notify our central monitoring station of the completion of the drill.

The Fire Warden shall keep a record of all drills and training of employees in the Fire Safety and Evacuation Plan.

# Special Equipment, Hazards, or Procedures:

Although this area would not normally apply to a movie theater, this may be used for special equipment, hazards and/or procedures. For example:

1. The fueling racks have a manual deluge system for fire protection. If a fire emergency occurs at the fueling racks, there is a manual valve located at the rear guard shack to activate the system.
2. There are three above ground chemical tanks located at the right-rear of the plant containing flammable solvents. There is a main shut-off valve located at the manifold between the tanks and the building. This valve shall be closed immediately in a fire emergency, only if it can be done so safely.
3. In the event of a fire alarm activation or emergency, the plant engineer will be assigned to the control room for the plant’s chemical mixing vessels, only if it is safe to do so, to ensure any failure of the cooling system can be dealt with, prior to the arrival of the Fire Department.
4. The B wing is an Alzheimer’s wing and patients in this area will need special assistance for evacuation. If no fire or smoke is immediately evident, nursing staff will re-located these patients to the adjoining C wing through the fire doors. If fire or smoke is evident, nursing staff will assist these patients to the nearest exits.

## This section is for information purposes only for you to determine the frequency of fire drills for your facility.

***Fire and evacuation drill frequency and participation, per the North Carolina Fire Code, Section 405:***

|  |  |  |
| --- | --- | --- |
| **Occupancy** | **Frequency** | **Participation** |
| Assembly | Quarterly | Employees |
| Business[1](#_bookmark0) | Annually | Employees |
| Business[2](#_bookmark1) | Quarterly | All occupants |
| Educational | Monthly[3](#_bookmark2) | All occupants |
| Institutional | Quarterly/each shift | Employees[4](#_bookmark3) |
| Residential[5](#_bookmark4) | Quarterly | Employees |
| Residential[6](#_bookmark5) | Four annually | All occupants |
| Residential[7](#_bookmark6) | Quarterly/each shift | Employees[8](#_bookmark7) |
| High-rise Bldgs. | Annually | Employees |

1 Business occupancies with an occupant load of 500 or more, or 100 above or below lowest level of exit discharge.

2 High school programs taught at colleges with a required fire alarm system.

3 In severe climates or weather conditions, drill frequency may be monitored as needed.

4 In Residential Care and Assisted Living facilities, complete evacuation shall be implemented during drills.

5 Hotels, Motels, and Boarding Houses.

6 Apartment houses, dormitories, convents.

7 Residential care/assisted living facilities.

8 Complete evacuation as stated in footnote 4